



To: Evangeline Hanuse, Acting CAO

CC: Board of Directors, CCRD

From: Destiny Mack, Operations Assistant

Meeting Date: December 09, 2021

Subject: UBCM Conference, AVICC Convention and the Chair/CAO Forum 2022

Recommendation:

THAT the Board of Directors approve the attendance and travel expenditure for (#___) directors to attend the UBCM Conference to be held in Whistler, BC at the Whistler Conference Centre September 12-16, 2022;

AND THAT the Board of Directors approve the attendance and travel expenditure for (#___) directors to attend AVICC Convention to be held in Victoria, BC at the Victoria Conference Centre April 1-3, 2022;

AND THAT the Board of Directors approve the attendance and travel expenditure of the Chair and CAO to attend the Chair/CAO Forum, held in Victoria, BC at the Hotel Grand Pacific on March 22 & 23, 2022.

AND THAT the Board of Directors approve the attendance and travel expenditure for (#___) Director's to attend the Electoral Area Director's Forum, date to be determined.

Issue/Background Summary:

In past years CCRD has sent one Board member, usually the CCRD Chair, and Chief Administrative Officer to the UBCM Conference. However, in 2018 & 2019 all directors attended UBCM and in 2020 & 2021 the Convention was held virtually. It is anticipated that the convention will return to full in person format in 2022, although there may also be provision for attendance by electronic means.

Policy, Bylaw or Legislation:

Five Year Financial Plan – adoption March 2022

Financial/Budgetary Implications:

UBCM Attendance - \$6,000 each

AVICC Attendance - \$3,000 each

Time Requirements – Staff and Elected Officials:

Administrative time to make reservations and travel plans.

Directors will expect to spend 3-4 days (including travel time) to attend AVICC & up to 7 days to attend UBCM.

Options to Consider:

The # of directors attending the noted conventions will inform the development of the financial plan. Consideration in attendance should also take place with regard to whether or not the board anticipates forwarding resolutions to either AVICC or to UBCM.

Risk Management – Refer to Policy A-36:

The categories that account for potential risks that may be realized by the district during its regular operations are: financial, asset management, information technology and business continuity. The risk or potential risks have been evaluated and assessed as low. Mitigation steps that may be implemented or considered to minimize the financial impacts to the Central Coast Regional District may include reduction in the number of directors attending conventions.

Submitted by: Destiny Mack
Destiny Mack, Operations Assistant

Reviewed by: E. Hanuse
E. Hanuse, Acting Chief Administrative Officer